



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON OKINAWA
UNIT 35114
APO AREA PACIFIC 96376-5114

REPLY TO
ATTENTION OF

IMTS-PLO

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Noncombatant Evacuation Operation (NEO) Warden for U.S. Army Garrison Okinawa (USAG-O)

1. The following personnel are appointed as indicated below:

PRIMARY: Mr. Timothy Duncan, GS-07, Administrative Service Division (ASD), Directorate of Human Resources (DHR), USAG-O.

ALTERNATE: Mr. William Ullmark, GS-11, Directorate of Plans, Mobilization, Training and Security (DPTMS), S3/5/7, USAG-O.

2. Additional information pertaining to the appointment of the NEO Warden is provided:

- a. Authority: APAJ-GC-0.
- b. Appointment: NEO Warden
- c. Period: Until officially released or relieved from appointment or assignment.
- d. Effective Date: Immediately
- e. To perform duties as NEO Warden for USAG-Okinawa.

3. Specific Instructions:

- a. Assist USAG-O Commander during the Newcomer's Brief with relevant NEO information.
- b. Coordinate Quarterly NEO Warden Meetings.
- c. Ensure all Noncombatant Evacuees (NCE) and pets are identified within the USAG-O. Maintains a roster of all NCEs and pets eligible for evacuation for which they are responsible.
- d. Verify that all NCE phone numbers, email addresses, strip maps, and relevant contact information is current and readily available.

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- e. Identify themselves as a NEO Warden to each sponsor in their area of responsibility.
 - f. Provide a NEO packet with NEO forms to newly arrived personnel. Instruct and assist the sponsor and family to complete the forms as necessary.
 - g. Inspect all NEO packets within 30 days of issuance or of assuming responsibilities as a NEO Warden. Inspect all NEO packets for completion and maintenance semi-annually and provide this information to USAG-O NEO Program Manager. Report annually in writing to the unit commander the results of all inspections and indicate any trends that are detected.
 - h. Performs NEO warden duties during an ordered or voluntary evacuation. Serves under operational control (OPCON) of the USAG-O Commander from the time of a declared evacuation until released.
4. This memorandum supersedes all previously released appointment actions for this duty position.
5. The point of contact is Mr. William A. Ullmark, USAG-O Operations Specialist at DSN 315-644-4943 or at email: william.a.ullmark.civ@mail.mil.

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CARLOS A. PEREZ
Deputy to the Garrison Commander

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